

**REPORTING INSTRUCTIONS FOR SCHOOL OF SYSTEMS AND LOGISTICS  
PROFESSIONAL CONTINUING EDUCATION (PCE) PROGRAM**

Visit us at: <http://ls.afit.af.mil/LSA/>

1. **LODGING:** AFIT has already reserved lodging for each TDY student at one of the following facilities:

<b>FACILITIES</b>	<b>LOCATION</b>	<b>PHONE</b>	<b>COST</b>
VOQ/VAQ	Area A, Bldg 825	DSN 787-3451 or (937) 257-3451	\$19.00/night
Hope Hotel	Area A, Bldg 823	DSN 787-1285 or (937) 257-1285	\$45.00/night
Local Hotels		@	\$50.00/night

For information on your lodging arrangements, please check our webpage at <http://ls.afit.edu/LSA/billeting.htm> **no earlier than two weeks before your class begins** because the lodging information is not provided to us any earlier than this. Upon arrival in the Dayton area, you should report directly to your assigned lodging facility. If you will be arriving after 1800 on the day before class begins, you must notify your assigned lodging facility to avoid cancellation of your reservation. The lodging facility will require a credit card number to hold your reservation past 1800. Please make sure you have the necessary funds to pay your lodging fees as the Air Force has instituted an advance payment check-in program. The advance payment can be made upon arrival by check, cash, or credit card. The only credit cards accepted are VISA and Master Card. Check-in time at the VOQ is no earlier than 1400 and the Hope Hotel is no earlier than 1500. Handicapped students should contact AFIT's Scheduling Manager at DSN 785-7777, ext 3253 or 3250. For those staying in contracted quarters (including the Hope Hotel), contract authorization forms will be provided by your class instructor. WPAFB Inn's (VOQ/VAQ) phone system is maintained by an AF contract and therefore the charges are similar to a commercial hotel. For estimated rates contact the front desk.

2. **TRANSPORTATION:** Morning and afternoon bus transportation between lodging and school is provided at no cost. A bus will depart from your designated lodging site each class morning, including the first morning, approximately one hour prior to the scheduled class start time. A bus schedule is available at your lodging location and on the Student Operations bulletin board at the school and on the web at [http://ls.afit.edu/LSA/transportation\\_schedule.htm](http://ls.afit.edu/LSA/transportation_schedule.htm). Reasonably priced taxi service between the Dayton Airport and the Base is available at approximately \$45 for round trip service. Individuals driving to Wright-Patterson AFB should refer to the instructions on how to get to the VOQ and the School of Systems and Logistics that are included in attachment 3.

3. **RENTAL CARS:** Neither AFIT nor the Defense Acquisition University (DAU) fund rental cars or vicinity travel costs of privately owned vehicles for students attending courses at AFIT. WPAFB-operated shuttle bus service is confined to on-base service and is very limited. Limited eating facilities are available within walking distance of on-base lodging and eating facilities around contract quarters, in some cases, may be limited.

4. **DRESS STANDARDS:** Military personnel are expected to meet dress, appearance, and weight standards. Military members must attend class in appropriate uniform. BDU's and flight suits (if authorized) are permissible. AFIT civilian students are expected to wear appropriate office attire, for example: dress slacks, shirts with collars, dress shoes/loafers and the equivalent attire for women. Shorts, sandals, athletic shoes, tank tops, and athletic sweat suits are examples of inappropriate attire.

5. **STANDARDS OF CONDUCT:** AFIT supports and enforces all DOD standards of conduct for students, faculty, and staff. Specifically, AFIT has a zero tolerance for "sexual harassment."

6. **INTERNATIONAL STUDENTS:** All international students attending AFIT, should contact the AFIT International Military Student Office after their arrival. The office is located in Area B, Bldg. 641, Rm. 103. The phone numbers are DSN 785-6800/4786 and Commercial (937) 255-6800/4786. The international office has a phone available for international students to place a call to their Embassy and Air Attaché Offices in Washington D.C. These numbers are available in the International Office.

7. **ORDERS/MATERIALS:** On the first day of class, Air Force Acquisition Professional Development Program (APDP) students must present one copy of their TDY orders. Students are expected to furnish their own writing materials: pens, pencils, paper, highlighters, etc. Students attending SYS 111, LOG 399, and LOG 499 must present security clearance verification annotated on their TDY orders.

8. **CALCULATORS/WEB SITES:** We recommend that students bring a calculator to all classes involving mathematics as follows:

BASIC FUNCTION CALCULATOR	LOGARITHMIC FUNCTION CALCULATOR	COURSE WEB-SITE INFORMATION
ACQ 201	QMT 353	CON 104: <a href="http://www.gsa.gov/fai">http://www.gsa.gov/fai</a>
CON 104	CON 235	CON 202: <a href="http://www.acq.osd.mil/dau/con202.html">http://www.acq.osd.mil/dau/con202.html</a>
CON 204		CON 204: <a href="http://www.cne.gmu.edu/modules/dau">http://www.cne.gmu.edu/modules/dau</a>
CON 232		LOG 205: <a href="http://www.acq.osd.mil/dau/chap5.html#LOG205">http://www.acq.osd.mil/dau/chap5.html#LOG205</a>
LOG 131		
PQM 101		
PQM 201		

You are expected to be able to operate the calculator that you bring. NOTE: AFIT will not reimburse you for the cost of the calculator.

9. **ATTENDANCE:** We request that you make every effort to report to your class on time. Admission is not guaranteed after the scheduled start time. If you anticipate being late, please notify your course manager in this office. You are expected to attend all class meetings. Supervisors should not approve leave for students during the class and students should not plan for medical appointments unless absolutely necessary and coordinated with the course instructor. **In accordance with DOD Instruction 5020.16, students' supervisors should ensure they do not require any additional or special duties of the student during the duration of the course.**

10. **RETURN TRAVEL:** TDY personnel should schedule flights from Dayton International Airport for no earlier than three hours after the scheduled course completion time.

11. **PHONE MESSAGES:** Telephone messages to Student Operations Office (DSN 785-7777, ext 3164) will be posted on the Student Operations Bulletin Board located in Bldg 641 next to Room 224.

12. **FACILITIES:** The campus includes a snack bar, cafeteria, barber shop, dry cleaners, automatic teller machine and bookstore for your convenience. Students without military ID cards are required to show a copy of their DD Form 1556 or TDY orders to use the bookstore. Students with medical emergencies may use the Base Hospital. Civilian students will need to present two copies of their TDY orders prior to receiving treatment. Military students will need to present their ID card. Civilian students, your insurance will be billed for care received at Wright-Patterson Medical Center and you will be billed the balance not covered by your insurance.

13. **AFIT PARKING:** Open parking (first come-first served) is located on all sides of the building unless there is a reserved sign on the parking spot itself. There are three handicapped spaces on 10th Street across from Bldg 641. Students are **not allowed to use parking spots labeled visitor.**

Further information on AFIT is available on the following web site: <http://www.afit.edu/> and <http://ls.afit.edu/>

**HOW TO CONTACT A TDY PCE STUDENT  
AT THE AIR FORCE INSTITUTE OF TECHNOLOGY  
SCHOOL OF SYSTEMS AND LOGISTICS**

1. Your spouse (relative) will be attending a Professional Continuing Education course at the Air Force Institute of Technology, School of Systems and Logistics located at Wright-Patterson Air Force Base, Ohio 45433.
2. If you need to contact him/her during duty hours in Bldg 641, please call commercial (937) 255-7777, ext 3164, or DSN 785-7777, ext 3164. A message will be posted on the Student Operations Office Bulletin Board for them to return your call. In case of an emergency during non-duty hours, please contact the AFMC Command Post commercial (937) 257-6314/15 or DSN 787-6314/15. **Classes will only be interrupted for bonafide medical emergencies.**
3. Please be sure this information is provided before your spouse (relative) leaves for AFIT. This is the information you will need to contact them:

AFIT COURSE NAME AND NUMBER: \_\_\_\_\_

AFIT COURSE START DATE: \_\_\_\_\_

AFIT CLASS GRADUATION DATE: \_\_\_\_\_

LODGING FACILITY NAME: \_\_\_\_\_

LODGING FACILITY TELEPHONE NUMBER: \_\_\_\_\_

EXPECTED DATE & TIME OF RETURN: \_\_\_\_\_

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**DIRECTIONS TO VOQ/HOPE HOTEL  
WRIGHT-PATTERSON AIR FORCE BASE, OHIO**

**FROM THE NORTH**

Take I-75 South to I-70 East to State Route (SR) 4 (Exit 41). Take SR 4 South to SR 235/Chambersburg Road Exit, then South (left turn) on SR 235 to SR 444. Take SR 444 South to Gate 12A (on the right). Follow directions listed below to the VOQ Office.

**FROM THE SOUTH**

Take I-75 North to I-675 North to the Wright-Patterson AFB Areas A and C exit. Proceed to SR 444 exit and go North (turn left). Take SR 444 North to Gate 12A (on the left). Follow directions listed below to VOQ Office.

**FROM THE EAST**

Take I-70 West to I-675 South, then I-675 South to SR 444. Take SR 444 (turn right) to Gate 12A (on the right). Follow directions listed below to VOQ Office.

**FROM THE WEST AND DAYTON INTERNATIONAL AIRPORT**

Take I-70 East to SR 4 (exit 41), then SR 4 South to SR 235 (turn left) and go South (left) on SR 235/Chambersburg Road Exit to SR 444. Take SR 444 South to Gate 12A (on the right). Follow directions listed below to VOQ Office.

**DIRECTIONS TO VOQ AND HOPE HOTEL FROM GATE 12A**

Proceed towards gate (you are now on Chidlaw Road). Hope Hotel is located on your right, Bldg 823. ENTRANCE IS LOCATED PRIOR TO PROCEEDING THROUGH GATE. If staying at the VOQ, continue on Chidlaw Road, and proceed through gate, turning right on Schlatter Drive to VOQ, Bldg 825.

**DIRECTIONS TO SCHOOL OF SYSTEMS AND LOGISTICS FROM VOQ OFFICE**

Turn left on Chidlaw. Turn right on SR 444. Turn left on Kauffman Road (approx. 4 miles). Turn right on National Road (first light). Turn right at Gate 19B (first light, Fifth Street). Turn left on Q Street. Turn right on 10<sup>th</sup> Street. Park in lot on right side of street.

**GATE HOURS**

Due to constant changes in the Security Forces mission and manning requirements, it is recommended you look up the latest gate hour schedule at <https://www.asc.wpafb.af.mil/sfs/hours.htm> You can also obtain information on acquiring a Base vehicle pass at this site.

